

## **MANAGEMENT ANALYST**

### **DISTINGUISHING FEATURES**

The fundamental reason the Management Analyst exists is to perform professional level administrative duties for budgetary and financial activities as well as directing or participating in gathering information, making statistical analyses, and studying special administrative problems in support of an assigned department (citywide). This classification is not supervisory. This class is distinguished from the Sr. Management Analyst by the latter's more diverse and complex nature of assignments, and the greater independence under which the work is performed. Work is performed under general supervision of a Department Head.

### **ESSENTIAL FUNCTIONS**

Functions vary depending on assignment, but may include any or all of the following:

Recommend and implement goals and objectives for special programs, projects and systems; establish schedules and methods for program operations; implement policies, procedures, programs, methods and systems as appropriate.

Perform extensive research for special projects; collect information on operational and administrative problems and perform comprehensive analysis; synthesize information and make recommendations on policy issues; prepare comprehensive administrative, operational, and statistical reports or manuals for use by internal and/or external organizations. Prepare quarterly and annual reports.

Prepare comprehensive and timely budget documents; prepare, revise, and administer annual budget and capital improvement programs; prepare cost estimates for budget recommendations and submit justification for budget items; monitor and control expenditures; advise managers and other administrative personnel on budget problems, policies and procedures.

Analyze division accounts utilizing the City's automated financial system. Review and check financial records to ensure conformance to standards.

Write a variety of correspondence and documents for internal and external use.

Maintain Management Information Systems. Develop and maintain other reporting systems as required.

Review, research, respond to and resolve a variety of requests from citizens, other city staff, and the general public.

Serve as liaison between citizens and City departments or divisions.

Participate on teams and task forces in support of departmental goals and objectives.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

##### Knowledge of:

The principles and practices of public administration and governmental organizations.  
The principles, methods, and practices of municipal budgeting and finance.

Computerized accounting principles and practices.  
Research methods and techniques and methods of report preparation.

Ability to:

Gather pertinent facts, make thorough analyses, and arrive at sound conclusions.  
Prepare and analyze a variety of administrative and financial reports.  
Establish and maintain effective working relationships with co-workers, supervisors, and the general public.  
Comprehend and make inferences from written material and verbal and/or written instructions.  
Communicate both verbally and in writing with all levels of the organization using clearly organized thoughts, proper sentence construction, punctuation, and grammar.  
Be proficient in software applications such as Word, Excel, Access, and PowerPoint.  
Provide superior customer service for both internal and external customers.  
Operate a variety of standard office equipment, a personal computer and a variety of computer software that require continuous and repetitive arm or hand and eye movement for extended periods of time.  
Accurately compute mathematical figures; make relatively complex arithmetic computations and to prepare statistical summaries.  
Lift and carry storage boxes weighing up to 20 pounds.  
Spend at least 80% of the work-day sitting at a desk and/or computer.  
Maintain regular consistent attendance and punctuality.

**Education & Experience**

Any combination of education and experience equivalent to a Bachelor's degree in Business, Public Administration or a related field and 2 years accounting, financial or related experience, preferably in municipal government.

A valid Driver's License with no outstanding citations for 39 months is required for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified